



# CAMP VOYAGER

## VOYAGER CAMP 2018

### PARENT GUIDE

#### INTRODUCTION TO CAMP

Thank you for choosing Druid Hills Child Development Center Summer Camp! The Voyager Camp is full day camp for children 5-8 years old packed full of fun exploration in and around our Atlanta community, water play, and fun daily activities.

#### GOALS AND OBJECTIVES

##### Social and Emotional Growth Goals:

- Through collaborative play campers will have the opportunity to enhance interpersonal communication skills.
- Provide an atmosphere that encourages campers to engage in manageable risk-taking.
- Provide an atmosphere that values self-reliance and resourcefulness in campers

##### Educational Objectives:

- Identify one long term project to focus on throughout the camp season (architecture, photography, jewelry making etc...)
- Identify and create a play that will enhance language and communication skills
- Create journals to write summer experiences to continue focus on language and writing skills



## GENERAL INFORMATION

### Meal Service:

**If you are attending on field trip day we ask that you pack a lunch for your child.** We will provide breakfast, lunch, and snack for all campers during the week when they are at the center. We are a NUT FREE facility and ask that you please provide sack lunches that do not include any nut and peanut butter products. Sunbutter is a good alternative to peanut butter. Please send healthy options such as cut apples, veggies, and crackers and dip. We also ask that you not provide unhealthy food such as cookies, chips, soda, or juice in lunches. The children will be very active and they need healthy meals to maintain their energy.

### Appropriate Clothing and Shoes:

Please be sure your child is dressed for the weather and the planned activities. We will provide each child with a tshirt on field trip days and ask that they are dressed in comfortable clothing they can be active in and maintain independently (ex: shorts, tshirts,) Also on water play days please provide your child with a swim suit, towel, and swim shoes. Please help us maintain your child's safety and provide tennis shoes with socks each day. **Flip flops, open toed shoes, sandals with heels, or any shoe that does not have a heel strap are prohibited.**

### What do you need to provide:

- One water bottle labeled with your child's name filled with water at the beginning of each day.
- One change of clothes available at the center at all times
- Sunscreen (non-aerosol) and Bug Spray (non-aerosol). **Please complete Authorization to Dispense External Preparations form attached.**

### Check In and Out Procedures:

DHDCDC follows the Bright from the Start regulation that states all parents check their children in and out daily into our program. Our check in and out procedure happens at the front desk via our Procure kiosk.



## **Hours of Operation:**

Druid Hills Child Development Center is open daily from 7:30 AM-6:00 PM. For Field Trip and Water Play days (see calendar of events for your child's camp) please plan to attend by 9:00AM to ensure your child's participation. If you arrive after the last bus has left for the field trip your child can be cared for here at the center until their camp arrives back at DHCDC.

**We do not allow parents to drop off at field trip locations. Please carefully review the posted calendar and make note of activities and the required drop off times.**

## **Parent Participation:**

We encourage parents to participate in any event on or off site during our Voyager Summer Camp. All cost to attend events will be incurred by the parent for their admission. Please contact Stacey McCalmon, Program, [smccalmon@dhcdc.com](mailto:smccalmon@dhcdc.com) for further information for cost related to field trips.

## **Transportation:**

Druid Hills Child Development Center will provide transportation for field trips. If you want to provide transportation for your child on a field trip you are attending please feel free to do so however we must ask that you are also able to transport them back to the center. We also require that you meet at the center so that your child is checked into our attendance system and require that no other children (even with parent permission) can ride with a non-parent.

## **Permission Signatures for Field Trips:**

Parents must sign for their child to participate in any and all field trips and any activity that requires the children to leave our center. **We cannot accept verbal permission over the phone or an email.**

## **Medication Administration:**

**We do not administer prescription or non-prescription medicines. We will only administer prescription medicine if it is for sustaining life, such as breathing treatments, insulin, or emergency doses of Benadryl and Epi-Pens. These medications must come with the complete form signed by your child's physician and a parent.**



1. Make sure it is in the **original, child proof container** (inform the pharmacist before s/he fills the prescription). **NO OTHERS WILL BE ACCEPTED!!!**
2. Fill out a Medication Authorization Form stating what the medicine is, when it is to be given, and how much. This authorization form is good for a two-week period. Forms can be obtained from your child's teacher or front desk.
3. Make sure that medicine is in its original container labeled with the child's first and last name. Give the medicine and Medication Authorization Form to your child's teacher. The teachers will let a member of the Leadership Team know that medication administration is necessary for a child in their room and all medicine is then stored in a locked cabinet at the front office (excluding epi-pens and other emergency medicines which are stored away from children in the classroom) and administer by a member of the Leadership Team as prescribed by the physician.
4. Medications that are to be given for **longer than two weeks** will require a written doctor's order to continue giving. These orders will need to be updated periodically and new orders written. It will be the responsibility of the parent/guardian to contact the doctor's office for the updated orders. G-tube feedings and aerosol treatments will require a written physician order

**Medication may not be stored in cubbies, lunchboxes, or bags.**

## REGISTRATION AND PAYMENTS

*The cost of the Voyage Summer camp is \$280.00 week you have selected and must be paid in advance. Please note the due dates for session payments are below and we do not accept tuition weekly for summer camp. Please complete the registration form for the weeks you would like for your child to participate. All registration is confirmed and your space is reserved with payment. We do allow for two payment dates however you must pre-register and pay for each week you are using per session:*

- **Session One:** Payment for weeks May 28-June 29, 2018 are due May 1, 2018.
- **Session Two:** \*July 2-July 27, 2018 is due June 1, 2018.

*\*DHDC is closed 4th of July in honor of Independence Day*



### **Cancellation Policy:**

We will issue refunds for cancellations within 2 weeks of a registered week. Cancellations must be sent via email to our Business Manager, Dawn Character, [dcharacter@dhcdc.com](mailto:dcharacter@dhcdc.com) and your refund will be processed within two weeks. Refunds will not be processed without written notification to the contact above. Verbal notification is always helpful however it will not result in a refund. We will not provide a refund for notice that is less than two weeks.

There will be no refunds for not attending. **There will be a \$50.00 date penalty fee for each cancellation made during the ten week camp.**

Space can be limited so please review the provided calendar of activities and select the weeks that you plan to attend. We can accommodate drop-in care with a 24 hour notice and payment for the day is due when you drop off. The daily drop in rate is \$60.00 per child per day and drop is only allowed twice a week.

### **Payments:**

**Druid Hills Child Development Center** accepts check, money order, cash, and Visa/Mastercard as forms of payment. Please note there is a 2% convenience fee for all debit or credit card payments.

Questions regarding payments: Dawn Character, [dcharacter@dhcdc.com](mailto:dcharacter@dhcdc.com)

404-875-5019



## ACKNOWLEDGEMENTS

Please review and initial next to each statement and provide with other required documentation.

1. Packed lunch is required for each travel field trip day. DHCDC is a NUT FREE facility and packed lunches should not include cookies, chips or juice. \_\_\_\_\_
2. Closed toed shoes (ie: tennis shoes and socks) are required. \_\_\_\_\_
3. One labeled water bottle is required for each day of attendance per child. \_\_\_\_\_
4. Sunscreen and bug spray (both non aerosol) are required for each day of attendance. \_\_\_\_\_
5. Checking in and out at the Procure Kiosk is required. \_\_\_\_\_
6. The drop off time for field trip and water play dates is 9:00AM. \_\_\_\_\_
7. Parents may not drop off their children at any off site location. \_\_\_\_\_
8. Field trip forms must be signed for children to travel. \_\_\_\_\_
9. A copy of the Summer Camp Handbook has been provided to me. \_\_\_\_\_
10. Payment is due in advance and refunds are only given with a two week written notice (please sign full Registration and Payment Policy attached). \_\_\_\_\_

Please review and complete attached forms to complete registration.

THANK YOU FOR CHOOSING DRUID HILLS CHILD DEVELOPMENT CENTER!